



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
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MEMORANDUM

#02-1

TO: All Department and School Fiscal Officers
FROM: Clifford B. Edwards
DATE: July 2, 2001
SUBJECT: I. MONTHLY DFMS CLOSE-OUT SCHEDULE FOR FY 02
II. AGENCY RECONCILIATIONS

I. MONTHLY DFMS CLOSE-OUT SCHEDULE

The following is being provided to assist you in the timing of the monthly DFMS closing.

Documents received and processed by the Division of Accounting through the dates listed below will be included in the processing for the month indicated, providing the document transaction date is that month. Documents processed with a transaction date of the new month will be included in the new month.

To help in your monthly reconciliation, documents not received by the Division of Accounting by 10:00 a.m. on the below Document Due Dates, should be entered with a document "transaction date" of the following month - with the exception of the CR document.

FY 02 CUT-OFF DATES

<u>Month</u>	<u>Document Due Date</u>	<u>Last Day of Processing</u>
Jul 01	07-31-01	08-03-01
Aug 01	08-31-01	09-05-01
Sep 01	09-28-01	10-02-01
Oct 01	10-31-01	11-02-01
Nov 01	11-30-01	12-04-01
Dec 01	12-31-01	01-04-02
Jan 02	01-31-02	02-05-02
Feb 02	02-28-02	03-05-02
Mar 02	03-29-02	04-02-02
Apr 02	04-30-02	05-03-02
May 02	05-31-02	06-04-02
Jun 02	06-28-02	07-02-02

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AGAIN NOTE: Documents processed in the first work days in the new month, as shown above, that have a transaction date of the previous month, will be included in the previous month's budgetary activity and other monthly reports.

NOTE: Under normal monthly close-out procedures, in accordance with the above schedule, your monthly reports should be in the mail by the 6th work day of the new month.

II. AGENCY RECONCILIATIONS

Pages XI-1 to XI-3 of the State Accounting Manual cover the reconciliation and reporting responsibilities of agencies. A monthly reconciliation report is no longer required to be submitted every month. A reconciliation report is only required to be submitted at year-end pursuant to Section III, page 3 & 4, Memorandum #01-10.

The elimination of the July through May monthly reports does not in any way relieve agencies and schools of reconciling and monitoring all their transactions and accounts throughout the fiscal year. Further, you are hereby required to report any discrepancies in any transaction or account to your Division of Accounting State Accountant or myself as soon as you become aware of a discrepancy.

CBE:bb

cc: Bill Fowler, OIS
Henry Greene, OIS
Debbie Hayman, OIS